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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PLACEMENT AND PROMOTION*

INTRODUCTION

1. In accordance with the provisions of ST/SGB/246, this instruction cancels and supersedes ST/AI/338 on vacancy management and staff redeployment with all its addenda and sets out policies and procedures governing the placement and promotion of staff which will apply effective 1 January 1992, pending the establishment of a comprehensive career development system.

2. As is indicated in ST/SGB/246, the comprehensive grade-by-grade promotion review provided for in staff rule 104.14 (f) (iii), which had been suspended under the vacancy management system, is re-established from 1 January 1992. This procedure is intended to ensure the periodic consideration for promotion of all eligible staff, irrespective of whether they have indicated their interest in specific posts pursuant to paragraph 7 below, within the limitations of available vacant posts.

3. As also indicated in ST/SGB/246, a new placement procedure is established.

4. As a complement to the placement procedure and as part of the future career development system, specific procedures will be introduced for reassignments and transfers at the same level. Meanwhile, staff members wishing to move laterally should indicate their interest in vacancies published in accordance with the provisions of paragraph 7 below.

5. The departmental panels which had been established, following the approval by the Secretary-General of a recommendation of the Staff Management

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* Personnel Manual index No. 4085.

Coordination Committee (SMCC VII), to advise Heads of Departments and Offices on recommendations for promotion, will be re-established. These panels will be constituted by the Head of the Department or Office and will include departmental staff representing the Head of the Department, as may be appropriate, representatives of the staff of the Department at an appropriate level (one at the Professional level and one at the General Service level), 1/ as well as an officer of OHRM or the local personnel office. In small duty stations and in duty stations comprising one Department/Office, one or two officers of the local staff representative body may serve as members of the panel.

PLACEMENT

6. Heads of Departments and Offices may reassign staff within their Departments or Offices to vacant posts at the same level. The vacancy arising after such placement will be filled according to the procedure described below.

7. Every month, a list of current and forthcoming vacancies shall be forwarded by Departments and Offices to OHRM. The lists shall include the post number, the grade and title of the post and the duty station, and a very brief indication of the area of specialization concerned. The Office of Human Resources Management will publish quarterly a Secretariat-wide list of vacant posts which are available for placement. 2/ Staff members interested in being considered for a listed vacancy may state their interest within three weeks from the date of publication of the list by addressing a memorandum or telegram to OHRM in which they indicate the number and functional title of the post as well as their name and index number.

8. To fill a vacancy with an applicant from outside the Department or Office who is at the level of the post concerned, the Head of a Department or Office shall make a recommendation to that effect to the Assistant Secretary-General, OHRM.

9. Applications received for posts at one level higher than the level of the applicant will be reviewed as part of the process described in paragraphs 12 to 21 below.

10. The Head of Department or Office may assign a staff member higher functions on a temporary basis. Such a staff member may receive a Special Post Allowance in accordance with existing rules and procedures.

11. In the case of posts which involve significant functions in financial management, personnel management, and general administration, prior consultation with and final approval by the officials indicated in ST/SGB/213/Rev.1 will be required before any placement in these posts can be effected.

PROMOTION

12. In accordance with staff rule 104.14 (f) (iii), a comprehensive grade-by-grade review of all staff members eligible for promotion shall be conducted normally once a year.

Departmental review

13. As a first stage in the regular promotion procedure, each Department/Office will conduct an internal departmental review in respect of all current and foreseen vacancies during the register year. This review will cover all eligible staff in the Department/Office, as well as other eligible staff from outside the Department/Office who have expressed interest in accordance with paragraph 7 above.

14. The review will be conducted by the departmental panels referred to in paragraph 5 above. These panels will also meet to review proposals for ad hoc promotion under staff rule 104.14 (f) (iii) (b). The Panels, which shall be guided by the criteria listed under paragraph 21 below, will submit their recommendations on candidates to be considered for promotion to the Head of the Department or Office concerned.

15. The Head of Department or Office will, after considering the advice of the panel, make his or her recommendations for promotion which will be forwarded to OHRM as regards staff in the Professional category or staff in the General Service and related categories in New York, and to the local personnel office as regards staff in the General Service and related categories in Offices away from Headquarters. Copies of the recommendations concerning staff in the Professional category serving at Offices away from Headquarters will be sent to the local personnel office by the Head of the Office concerned.

16. In exceptional circumstances the Head of a Department or Office may wish to recommend, pursuant to staff rule 104.14 (f) (iii) (b), the ad hoc promotion of a staff member reassigned or proposed for reassignment to a higher level post in advance of the annual promotion review. Any such recommendation shall be reviewed by the departmental panel before it is forwarded to OHRM or the local personnel office for presentation to the Appointment and Promotion bodies concerned and consideration by these under the above provisions.

17. Recommendations for promotion to posts which involve significant functions in financial management, personnel management and general administration shall require the approval of the officials indicated in ST/SGB/213/Rev.1.

Review by the Appointment and Promotion bodies

18. The recommendations of Departments or Offices shall be presented by OHRM or the local personnel offices to the Appointment and Promotion bodies, which

shall conduct the annual review provided for in staff rule 104.14 (f) (iii). The procedures used before 1986 by the Appointment and Promotion bodies will be applied, except as may be otherwise indicated in this instruction.

19. In order to facilitate the promotion review, OHRM will provide all Departments and Offices and reviewing bodies with sets of fact sheets for eligible staff in the Professional and in the General Service and related categories in New York. Local personnel offices will provide sets of fact sheets for Professional staff up to P-4 level and local General Service staff to the local APCs and APPs respectively.

20. Since inclusion in the register will be subject to the availability of posts, it is critical that staff members who believe they are qualified for a higher level post make sure that all pertinent information on them is available in their official status file prior to the comprehensive review. For this purpose, staff members may contact their executive or administrative officer.

21. In accordance with past practice, eligible staff members will be informed, upon request, by the Executive/Administrative Officer of the Department or Office concerned as to whether they have been recommended for promotion. Staff not recommended for promotion, but who feel that they have a claim to promotion, may submit to the Appointment and Promotion bodies a statement in support of their claim.

22. The paramount consideration in the promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. The criteria for assessment will include:

(a) Performance;

(b) Academic training and professional qualifications and achievements;

(c) Linguistic proficiency;

(d) Supervisory abilities and leadership capabilities, as applicable;

(e) Guidelines and measures to improve the status of women;

(f) Seniority in grade and experience;

(g) Record of mobility.

23. The number of staff members proposed for promotion must not exceed the number of foreseen vacancies at the higher level. The Head of a Department/Office shall be represented when the Appointment and Promotion Board considers recommendations for promotion against vacant posts in that Department/Office. Prior to consideration by the Board, all candidacies for promotion must be evaluated by the Department/Office where the vacant post is to be filled and by the Office of Human Resources Management. The Appointment

and Promotion Board will submit its recommendations to the Secretary-General for a final decision. The Head of Department/Office will be informed of the Board's recommendations, so that he or she can make comments to the Secretary-General if he or she so wishes on the recommendations of the Board. The Secretary-General will take a final decision on the recommendations. Following the Secretary-General's decision, the Assistant Secretary-General for Human Resources Management will authorize the publication of promotion registers for each grade in an information circular.

24. Eligible staff members whose names do not appear on the promotion register may submit a recourse to bring to the attention of the Appointment and Promotion bodies new information, which, had it been known at the time of the review, would in the opinion of the staff members concerned have warranted their inclusion in the promotion register. As part of the consideration of staff members who have submitted recourse letters after the issuance of the promotion registers, the Heads of the Departments or Offices concerned will be consulted on the availability of posts for additional promotions and requested to provide evaluations of the candidates being considered by the Appointment and Promotion Board. Heads of Departments/Offices will be informed of any additional recommendations for promotion being made by the Board to the Secretary-General so that they can make comments if they so wish. The names of staff members successful in their recourse will be added to the promotion registers. Following the implementation of the original register, these staff members will be promoted on a priority basis, when suitable posts become available.

25. Implementation of promotions recommended by the Appointment and Promotion bodies and approved by the Secretary-General will be prospective and, subject to availability of posts, their effective date will be the first day of the month following publication of the registers. The promotion review should be completed by 30 June each year and therefore promotions should be effective as of 1 July, subject to the availability of posts.

Transitional provisions

26. The circulation of vacancies under the Vacancy Management and Staff Redeployment System will cease upon the issuance of this instruction.

Notes

1/ Where appropriate, another member will be nominated from Trades and Crafts/Security.

2/ This procedure will not be required for filling on an interim basis posts vacated by temporary detachment or absence of the incumbent. Should the incumbent not return the procedures outlined above in paragraph 7 will be followed.